

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CORRECTIONS SUPPLY SUPERVISOR I

POSITION CODE: 09861  
Effective: 2-16-01

DISTINGUISHING FEATURES OF WORK:

Under general supervision, supervises residents in the operation of a small correctional institution commissary or storeroom, or assists superior in the operation of a large storeroom or warehousing operation; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Prepares or assists in the preparation of requisitions for stock replacement; assists in the preparation of bids; initiates emergency purchases of minor items when authorized.
2. Supervises resident help in proper receiving, storing or shipping of merchandise; checks quantity and quality of stores received to assure conformance with specifications; takes periodic physical inventory.
3. Processes a variety of general, industrial, clothing, mechanical or office supply items of considerable value; sells retail merchandise over-the-counter.
4. Develops efficient stores methods in allocation of proper bins or storage space assignments; sells or issues commissary cards to residents.
5. Packs or supervises the packing or wrapping of goods to be shipped; makes necessary transportation arrangements; prepares shipping documents.
6. Prepares and maintains, or supervises the preparation and maintenance, of necessary reports and records.
7. Reports infractions of rules by residents and employees to superior officers for disciplinary actions; inspects quarters of residents for contraband and checks on sanitary conditions; searches for contraband and escapees whenever necessary.

## CORRECTIONS SUPPLY SUPERVISOR I (Continued)

8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school or completion of an approved training course.

Requires two years experience in the keeping of stores and stores records.

#### Knowledges, Skills and Abilities

Requires thorough knowledge of institutional rules, regulations and requirements for the control of residents.

Requires working knowledge of storekeeping and warehousing methods and procedures.

Requires working knowledge of inventory and other control methods and procedures.

Requires working knowledge of transportation agencies and of shipping, purchasing and requisitioning methods and procedures.

Requires completion of an approved course in guard training within six months of employment.

Requires ability to prepare reports of unusual happenings, accidents or violations of rules by employees or residents and operational reports.

Requires ability to plan and lay out work according to requirements of assignments and to lead residents by example and instruction.

Requires ability to enforce disciplinary, safety, security and custodial measures for the control of residents.

Requires ability to determine quality of goods or merchandise by visual inspection and assure conformance with specifications or purchase orders.

Requires ability to recognize equipment or merchandise dangerous to institution security.

Requires ability to think clearly and exercise forceful initiative in emergency situations.